

P R O F E S S I O N A L

CRE  **ENTIAL**
S E R V I C E S , I N C .



Delaware

BOARD OF COSMETOLOGY and BARBERING

Nail Technology
Candidate Handbook
October 2014

Quick Reference

STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to PCS

STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with PSI
- Take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Delaware Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: Delaware Coordinator
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

Customer Service: (888) 822-3272
Fax: (615) 312-3788
Email: decos@pcshq.com
Website: <http://www.pcshq.com>

PSI Exams

Scheduling: (800) 733-9267
Fax: (702) 932-2666
Website: www.candidate.psiexams.com

Delaware Board of Cosmetology and Barbering

Division of Professional Regulation

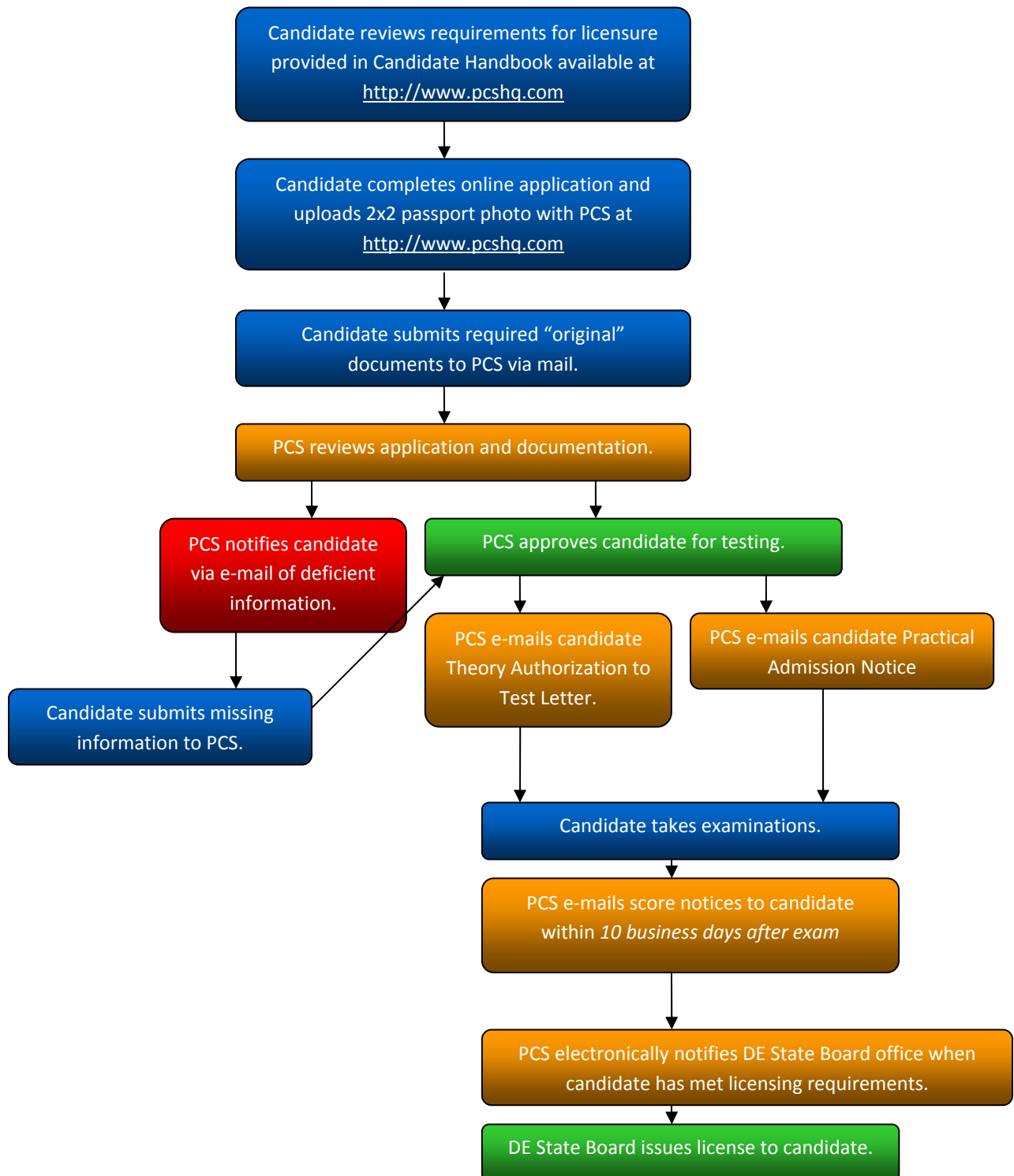
Regular Mailing Address

Cannon Building, Suite 203
861 Silver Lake Boulevard
Dover, Delaware 19904

Telephone: (302) 744-4500
Fax: (302) 739-2711

Website: [http://dpr.delaware.gov/boards/Nail
Technician/index.shtml](http://dpr.delaware.gov/boards/NailTechnician/index.shtml)

Application Process



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Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Delaware Board for Cosmetology and Barbering (the “Board”) is responsible for licensing and regulating the profession of Nail Technician in the State of Delaware. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. PCS first requires that candidates submit an on-line Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Nail Technician license in the State of Delaware, you must meet the following requirements:

1. Be at least 16 years of age.
2. Successfully complete at least the 10th grade or equivalent.
3. Successfully complete a minimum of 300 classroom hours of continuous training for a complete course in Nail Technology; or
4. Successfully complete 600 hours in an apprenticeship with a licensed Nail Technologist.
5. Successfully pass of the NIC theory and practical examinations.

Application Expiration Limit

! Pursuant to Delaware Law, you must successfully pass the theory and practical examination within two calendar years of your initial application date. If exams are not passed within this time, you must wait one year from the last exam date taken, and re-apply with PCS as a First Time candidate.

Examination Fees

Fees are due at the time you complete your online application with PCS. We accept Visa, Master Card, and Discover. All fees are **non-refundable**.

Examination Type	First Time Fees	Re-Exam Fees
Nail Tech Theory & Practical	\$ 197.00	\$ 145.00
Nail Tech Theory	\$ 132.00	\$ 80.00
Nail Tech Practical	\$ 117.00	\$ 65.00

Practical Examination Dates

Location	Examination Date	Application Deadline
Newark	02/09/2015	01/19/2015
Newark	06/08/2015	05/18/2015
Newark	08/03/2015	07/13/2015
Newark	10/12/2015	09/21/2015
Newark	12/07/2015	11/16/2015

Temporary License

You may apply for a temporary license at the time you complete your online application or you may submit a “standalone” temporary permit request after you complete your online application.

1. Request at time of online application – temporary permit fee (\$40) will be collected along with license and examinations fees. You must forward a completed Supervisor Certification Form to PCS. This form may be uploaded onto your PCS Homepage.
2. Request after completing online application – temporary permit fee (\$40) can be paid online with PCS at <http://www.pcshq.com>. You must forward a completed Application for Temporary Permit Form to PCS. This form may be uploaded onto your PCS Homepage.

! If you change supervisors or shops either before or after eligibility, your temporary license is null and void. You are not required to repay if changing supervisors; however you must resubmit a Supervisor Certification Form to PCS listing updated information. You are required to repay the fee and submit the form if you are changing shops.

! You may apply for more than one permit; however a separate fee (\$40) is required for each request as well as the appropriate form (Application for Temporary Permit or Supervisor Certification Form).

Permit Extensions

You may request an extension by contacting the Delaware Information Center at (302) 744-4500. To qualify, you must remain under the same shop/supervisor and be scheduled for an examination.

Application Requirements

Professional Training Hours

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail.

1. A current 2x2 passport type photo. *This may be up-loaded onto your PCS Homepage.*
2. An official English-language high school transcript or GED.
 - Transcript of GED must be mailed directly to PCS in a sealed envelope from your high school or Board of Education.
 - Education obtained outside of the U.S. or Territories must be evaluated by International Educational Research Foundation (IERF). Website: www.ierf.com. The evaluation must be mailed directly to PCS in a sealed envelope from IERF.
3. An official school transcript which includes the school name, instructor name, and school official's signature.
 - If more than one school was attended, the school where hours are completed must accept and transfer previous hours and show that at least a 300 hour course was completed.

! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be either mailed, e-mailed to the Delaware Coordinator, or up-loaded on your Homepage.

Apprentice Hours

If you wish to obtain your training via an Apprenticeship, you must submit an Apprenticeship Application to the Delaware Board Office. Once approved by the State, you will complete your training under the supervision of your Apprentice Supervisor. Once you complete the Apprenticeship, you will submit an Apprenticeship Verification form to the Delaware Board Office. Please visit <http://www.dpr.delaware.gov/boards/cosmetology/forms.shtml>.

Once the above process is complete, you must complete an online application with PCS and submit the following to PCS.

1. A current 2x2 passport type photo. *This may be up-loaded onto your PCS Homepage.*

Upon receipt of your online application, PCS will confirm your eligibility with the Delaware State Board office.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the Forms Section of the Delaware Nail Technology page at <http://www.pcshq.com>.

Other Application Requirements

Social Security Exemption

If you do not have a Social Security Number, you must complete a Request for Exemption from Social Security Number Requirement form. You may download this form by going to the Forms section of the Delaware Barbering page at <http://www.pcshq.com>.

Criminal Conviction

1. If you have ever been convicted or entered a plea of guilty or nolo contendere (no contest) to any felony, misdemeanor or other criminal offense, including any offense which you have received a pardon, in any jurisdiction, you must provide PCS with a certified copy of your criminal history record (from each jurisdiction where you have a record. If convicted within Delaware, you must provide PCS with a Delaware criminal history report from the Delaware Bureau of Investigation; visit <http://dsp.delaware.gov/StateBureauofIdentification.shtml>.
2. If you have any criminal charges pending against you in any jurisdiction, you must submit a letter of full letter of explanation including copies of all appropriate records to PCS
3. If you have received any administrative penalties regarding your practice in your profession such as fines, formal reprimands, license suspension or revocation (except non-payment of fees), probationary limitations, or have been party to a 'consent agreement' containing conditions placed by a Board on your professional conduct and practice, including any voluntary surrender of license, you must submit a detailed explanation including copies of all appropriate records to PCS.
4. If there are any unresolved complaints pending against you in any jurisdiction, you must provide a complete explanation including copies of all appropriate records to PCS.
5. If you have any impairment related to drugs or alcohol which would limit your ability to practice your profession, you must provide a complete explanation including copies of all appropriate records to PCS.

Reinstatement/Reciprocity

How to Reinstatement an Expired License

1. If your license has been lapsed less than one year, you may renew your license by submitting an online renewal application with the Delaware State Board. For further information, please contact the Board office at (302) 744-4500 or go to [http://dpr.delaware.gov/boards/Nail Technician/reinstatement.shtml](http://dpr.delaware.gov/boards/Nail%20Technician/reinstatement.shtml).
2. If your license has been lapsed for more than one year, you must apply for reinstatement with the Delaware State Board. For further information, please contact the Board office at (302) 744-4500 or go to [http://dpr.delaware.gov/boards/Nail Technician/reinstatement.shtml](http://dpr.delaware.gov/boards/Nail%20Technician/reinstatement.shtml).
 - The Board office will advise you if an examination is required to reinstate your license. If you are required to take an examination, they will issue a Scheduling Form to you which you would then submit to PCS along with the appropriate examination fee and a 2x2 passport type photo.

Reciprocity

How to Reciprocate an Out of State License

1. If you hold a current Nail Technology license in another state, U.S. territory or District of Columbia where the requirements are equal to or greater than the requirements in Delaware, you must complete an Application for License by Reciprocity with the Delaware State Board. For further information, please contact the Board office at (302) 744-4500 or go to <http://dpr.delaware.gov/boards/cosmetology/reciprocity.shtml>.
2. If you hold a current or lapsed Nail Technology license in another state, U.S. territory or District of Columbia where the requirements are less than the requirements in Delaware, you must complete an online application with PCS and submit the following requirements to PCS.
 1. A current 2x2 passport type photo. *This may be up-loaded onto your PCS Homepage.*
 2. An official Verification of Licensure letter from the State Board(s) where you hold or held a Cosmetology License.
 3. An official English-language high school transcript or GED mailed directly to PCS in a sealed envelope from your high school or Board of Education
 - Education obtained outside the U.S. or Territories must be evaluated by International Educational Research Foundation (IERF). Website: www.ierf.com. The evaluation must be mailed directly to PCS in a sealed envelope from IERF.
 4. An official school transcript which includes the school name, instructor name, and school official's signature.
 - If more than one school was attended, the school where hours are completed must accept and transfer previous hours and show that at least a 300 hour course was completed.

PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcsdq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Delaware**
5. Click **Nail Technology (First Time)**
6. Click **Apply Online**
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter RECaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**.

! A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account

By signing up for a free account, you can access your application and licensing information.

To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address

First Name

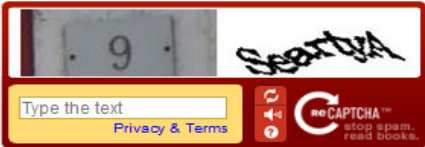
Last Name

Birth Date (m/d/yyyy)

If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.

Social Security Number

Please enter the RECaptcha information below



Type the text

Privacy & Terms

reCAPTCHA™
stop spam. read books.

PCS Application

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Complete steps 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Nail Technician).
4. Continue with online application until all required fields have been completed.
5. Choose the examinations you wish to take.
6. Select Payment Option.

! You must complete the online application using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License).

Your Profile. Name Address Phone SSN Birthdate EMail Username: gschonm@jacobson.com EDIT PROFILE	Active Applications. Delaware Cosmetology & Barbering, Barber ADD STATE APP# ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 11/01/2015 EDIT Applied 11/01/2013 Most recent application: 11/01/2013 Status: Paid. Waiting for review. Applied for Temporary Permit
Documents ADD NEW DOCUMENT	Application Approval Requirements ADD <input type="checkbox"/> Coordinator Review <input type="checkbox"/> 2"x2" PHOTO <input type="checkbox"/> Exam taken before. Review. <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Temp Permit Application <input type="checkbox"/> Official HS Transcript Required <input type="checkbox"/> Professional Training Transcript Required <input type="checkbox"/> Final Review
Education - APPRENTICESHIP DOVER DE Graduated: 07/01/2008 CHANGE SCHOOL	VIEW APPLICATION FORM APPLY FOR TEMP PERMIT
PCS Contact Information Professional Credential Services P.O. Box 198768 Nashville, TN 37219 (615) 833-2272	

PCS Candidate Homepage

Logging into your Homepage

1. Go to <http://www.pcsdq.com>
2. Click **Client Portal**
3. Enter e-mail address and password
4. Click **Log In**



The screenshot shows the login interface for Professional Credential Services, Inc. At the top right, the logo reads "PROFESSIONAL CREDENTIAL SERVICES, INC." with "CREDENTIAL" in a larger font. Below the logo, the heading "Log into your account" is centered. There are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned below the password field. A large, semi-transparent watermark of the company logo is visible in the background. Below the input fields, there is a note: "*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)". At the bottom, a link is provided: "If you have not previously created a PCS account please go to your [profession and state home page.](#)".

Application Status

You may check the status of your online application 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box.

Active Applications.
Delaware
Cosmetology & Barbering, Barber
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 11/01/2015 [EDIT](#)
Applied 11/01/2013
Most recent application: 11/01/2013
Status: Paid. Waiting for review.
Applied for Temporary Permit

Application Approval Requirements [ADD](#)

- [Coordinator Review](#)
- [2"x2" PHOTO](#)
- [Exam taken before. Review.](#)
- [Apprenticeship](#)
- [Temp Permit Application](#)
- [Official HS Transcript Required](#)
- [Professional Training Transcript Required](#)
- [Final Review](#)

[VIEW APPLICATION FORM](#)
[APPLY FOR TEMP PERMIT](#)

How do I know if my application is approved?

If an application has been approved, a green check will appear in the Final Review Box under Active Applications.

Active Applications.
Delaware
Cosmetology & Barbering, Nail Technician
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 03/01/2015 [EDIT](#)
Applied 03/01/2013
Most recent application: 03/01/2013
Status: Approved.
Applied for Temporary Permit 2 times

Application Approval Requirements [ADD](#)

- [Coordinator Review](#)
- [2"x2" PHOTO](#)
- [Certified copy of your criminal history record](#)
- [2x2 Photo](#)
- [Certified copy of your criminal history record](#)
- [Temp Permit Application](#)
- [Official HS Transcript Required](#)
- [Professional Training Transcript Required](#)
- [Proof of Name Change \(Royal o Byrd\)](#)
- [Final Review](#)

Standalone Temporary Permit Request

How do I apply for a Temporary License after completing an Application?

You may apply for a “standalone” Temporary License once you have completed an application or if your initial Temporary License has expired (as long as you are currently scheduled for an examination).

- Click Apply for **Temp Permit** option in the Active Applications box (under the list of requirements)
- Submit Application for Temporary License to PCS. *This form may be uploaded onto your PCS Homepage.*

Active Applications.

Delaware
Cosmetology & Barbering, Barber
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 11/01/2015 [EDIT](#)
Applied 11/01/2013
Most recent application: 11/01/2013
Status: Paid. Waiting for review.
Applied for Temporary Permit

Application Approval Requirements [ADD](#)

- [Coordinator Review](#)
- [2"x2" PHOTO](#)
- [Exam taken before. Review.](#)
- [Apprenticeship](#)
- [Temp Permit Application](#)
- [Official HS Transcript Required](#)
- [Professional Training Transcript Required](#)
- [Final Review](#)

[VIEW APPLICATION FORM](#)
[APPLY FOR TEMP PERMIT](#)

Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

- Click **Print Score Notice** option next to item you wish to reprint a score notice

Exam Results
Delaware Cosmetology Practical Score Loaded 10/22/2013 Test Date: 10/14/2013 Score: 83.00% PASS Exam Date: 10/14/2013 Tested at: Newark Location
PRINT SCORE NOTICE CHANGE SCHOOL
Delaware Cosmetology Theory Score Loaded 10/28/2013 Test Date: 10/26/2013 Score: 92.00% PASS
PRINT SCORE NOTICE CHANGE SCHOOL

- Click **Reprint** option next to item you wish to print a receipt.

Receipts
Delaware Board of Cosmetology and Barbering 07/09/2013 Credit Card \$218.00 Paid 07/09/2013
REPRINT ISSUE REFUND

Examination Rescheduling

If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

- To reschedule practical examination, click **Reschedule Practical** under the Active Applications box.

Active Applications.

Delaware
Cosmetology & Barbering, Cosmetology
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 12/26/2014 [EDIT](#)
Applied 12/04/2012
Status: Approved.

Application Approval Requirements [ADD](#)

- [Coordinator Review](#)
- [2x2 Photo](#)
- [Official HS Transcript Required](#)
- [Professional Training Transcript Required](#)
- [Final Review](#)

[VIEW APPLICATION FORM](#)
[CLOSE APPLICATION](#)
[RESCHEDULE THEORY](#)
[RESCHEDULE PRACTICAL](#)
[APPLY FOR TEMP PERMIT](#)

[CREDENTIAL APPLICATION](#)
[NEW APPLICATION](#)

- To reschedule theory examination, click **Reschedule Theory** under the Active Applications box.

Active Applications.

Delaware
Cosmetology & Barbering, Nail Technician
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 08/10/2014 [EDIT](#)
Applied 08/10/2012
Status: Approved.

Application Approval Requirements [ADD](#)

- [Coordinator Review](#)
- [2x2 Photo](#)
- [Official HS Transcript Required](#)
- [Professional Training Transcript Required](#)
- [Final Review](#)

[VIEW APPLICATION FORM](#)
[CLOSE APPLICATION](#)
[RESCHEDULE THEORY](#)
[APPLY FOR TEMP PERMIT](#)

Application Approval Process

Once an online application has been completed (payment has been made), the coordinator will receive notification. PCS will review your application and enter any requirements which may be pending (i.e. High School Transcript or Training Transcript). *If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt.*

- If PCS receive an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received.
- In order to receive your desired practical examination date, the online application, required documents, and payment must be received in our office on or before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received.

Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

1. A Theory Authorization to Test (ATT) letter will be sent via e-mail within one business day.
2. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

! If you do not receive any e-mails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Examination Scheduling

Theory Examination Scheduling

Once you have received your ATT letter, you must contact PSI to schedule your theory appointment.

- Schedule online – <http://www.psiexams.com>
- Schedule with PSI representative at (800) 733-9267 (Monday – Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSIs Interactive Voice Response System during non business hours at (800) 733-9267.

Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 business days prior to your scheduled date. You may call (800) 733-9267 or fax (702) 932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

Practical Examination Scheduling

You will request a practical date when completing your on-line application. As long as you have all required information in by the deadline date, you will be scheduled to take your examination on the date requested. Otherwise you will be assigned to the next available exam once your application has been approved.

Rescheduling Policy

Rescheduling is not permitted for the practical examination unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, e-mailed to your coordinator at decos@pcshq.com or uploaded to your homepage.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and PSI for inquiries regarding the theory examination.

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice (practical) or ATT Letter (theory)
- A current 2x2 passport type photo
- Two (2) forms of identification with one form must be a government issued photo id (see below)
- Examination Supplies (if taking practical examination – see NIC Content Outline page)

If you fail to bring these items, you will not be allowed to take the examination and you will forfeit your examination fee.

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID)

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

Arrival

You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test.

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An official score notice will be e-mailed to you at least 10 business days after your examination date. *An unofficial pass or fail notice will be provided to you by PSI after you take the theory examination.* If you do not receive an e-mail within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory and practical examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass both the theory and practical examination, you will receive a *Notice of Completion*.

State Score Requirements

Once all required examinations have been passed, PCS will electronically notify the Delaware Board office of your status so that your license can be issued.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and updated your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Fax: 615-312-3788

Email: decos@pcshq.com

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Mail Complaint to:

Professional Credential Services, Inc.
Attn: Delaware Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A written reply will be emailed to you within three (3) business days.

National Nail Technology Written Examination

Scientific Concepts – 45%

Understand infection control procedures as it relates to:

- ◇ Bacteria and how they are spread
- ◇ Viruses and how they are spread
- ◇ Fungi and how they are spread
- ◇ Methods of sanitation
- ◇ Methods of disinfection
- ◇ Methods of sterilization
- ◇ Nail services
- ◇ Sanitizing and disinfecting circulating and noncirculating pedicure tubs
- ◇ Dispensing products (e.g., using a spatula)

Understand safety procedures as related to:

- ◇ Disposal of soiled materials
- ◇ Storage of supplies
- ◇ OSHA requirements for Material Safety and Data Sheets (MSDS)
- ◇ OSHA requirements for product labeling
- ◇ OSHA requirements for product storage
- ◇ OSHA requirements for ventilation
- ◇ OSHA requirements for product disposal
- ◇ OSHA requirements for blood borne pathogens
- ◇ OSHA requirements for Universal Precautions
- ◇ Preventing work injuries

Understand basic human anatomy/physiology as it relates to:

- ◇ The function of the skin
- ◇ The structure of the skin
- ◇ Disorders and diseases of the skin (e.g., abnormal pigmentation, infections, inflammations, lesions)
- ◇ The skeletal system and its function
- ◇ The muscular system and its function
- ◇ The vascular/circulatory system and its function

- ◇ The nervous system and its function

Understand nail anatomy/physiology as it relates to:

- ◇ The parts of the nail (e.g., root, mantle, matrix)
- ◇ The structure and composition of the nail (e.g., keratin, layers of the nail, blood supply to the nail)
- ◇ Nail conditions and disorders
- ◇ Nail diseases
- ◇ Signs of infections

Understand basic chemistry as it relates to:

- ◇ Adhesion
- ◇ Chemical reactions
- ◇ Physical reaction
- ◇ Product ingredients

Understand product function as it relates to:

- ◇ Acetone and non-acetone products
- ◇ Alum
- ◇ Antiseptic
- ◇ Brush cleaners
- ◇ Catalyst/Activator
- ◇ Cuticle cream/oil
- ◇ Exfoliants
- ◇ Gel
- ◇ Moisturizers
- ◇ Monomer
- ◇ Nail polish
- ◇ Polymer
- ◇ Primer
- ◇ Resin/Adhesive
- ◇ Solvent

National Nail Technology Written Examination

Nail Technology Procedures – 55%

Perform general procedures as it relates to:

- ◇ Client consultation
- ◇ Nail assessment
- ◇ Conditions that would prohibit service (contraindications)
- ◇ Service recommendations
- ◇ Service documentation (e.g., client card)

Understand the function of:

- ◇ Nail equipment (e.g., table, lamp, pedicure basin)
- ◇ Nail implements (e.g., nail clippers, cuticle pusher, nippers)
- ◇ Nail supplies, products, and materials (e.g., cotton, lotion, towels)

Perform nail service preparation as it relates to:

- ◇ Sanitation and disinfection of work station/service area (e.g., pedicure basin, table)
- ◇ Station set-up
- ◇ Sanitizing technician's hands and client's hands and/or feet

Perform manicure services as it relates to:

- ◇ Removing nail polish
- ◇ Clipping and shaping nails safely
- ◇ Softening cuticles in warm soak
- ◇ Using cuticle remover/solvent
- ◇ Pushing back cuticles safely
- ◇ Removing excess cuticle safely
- ◇ Cleaning nails safely
- ◇ Applying cuticle oil/cuticle cream
- ◇ Applying lotion for massage
- ◇ Removing traces of oil or lotion on/under nails safely
- ◇ Buffing nails safely
- ◇ Applying nail polish
- ◇ Paraffin service
- ◇ Hot oil/lotion service

Perform pedicure services as it relates to:

- ◇ Removing nail polish
- ◇ Clipping and shaping nails safely
- ◇ Softening cuticles in warm soak

- ◇ Using cuticle remover/solvent
- ◇ Pushing back cuticles safely
- ◇ Removing excess cuticle safely
- ◇ Exfoliating safely
- ◇ Reducing calluses safely
- ◇ Cleaning nails safely
- ◇ Applying cuticle oil/cuticle cream
- ◇ Applying lotion for massage
- ◇ Removing traces of oil or lotion on/under nails safely
- ◇ Buffing nails safely
- ◇ Applying nail polish
- ◇ Paraffin service

Perform basic massage movements as it relates to:

- ◇ Effleurage
- ◇ Friction
- ◇ Petrissage
- ◇ Tapotement

Perform nail enhancement services as it relates to:

- ◇ Tip application
- ◇ Tip trimming
- ◇ Tip blending
- ◇ Removing tip safely
- ◇ Acrylic overlays
- ◇ Acrylic sculptured nails
- ◇ Acrylic maintenance (fill-ins, refills, rebalance)
- ◇ Acrylic backfill (e.g., pink and white maintenance)
- ◇ Removing acrylic safely
- ◇ Wrap overlays
- ◇ Wrap maintenance (fill-ins, refills, rebalance)
- ◇ Removing wrap safely
- ◇ Light-cured gel overlays
- ◇ Light-cured gel sculptured nail
- ◇ Light-cured gel maintenance (fill-ins, refills, rebalance)
- ◇ Light-cured gel backfill (e.g., pink and white maintenance)
- ◇ Removing light-cured gel safely
- ◇ Contouring and shaping nails
- ◇ Using a file/buffer safely
- ◇ Using an electric file safely

National Nail Technology Written Examination

Sample Questions

The following sample questions are similar to those on the NIC Nail Technology (Manicuring) Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Pumice stone is used in pedicuring as
 - a. an abrasive.
 - b. a bleach.
 - c. a lubricant.
 - d. an astringent.
2. What is the **FIRST** step in performing a manicure?
 - a. Shape the nails
 - b. Soften the cuticles
 - c. Clean under free edge
 - d. Remove old polish
3. Where should all manicuring, cosmetic supplies be kept when not being used?
 - a. On a clean shelf
 - b. On the manicuring table
 - c. In a clean manicuring kit
 - d. In clean, closed containers
4. Which one of the following is a condition in which the cuticle splits around the nail?
 - a. Hangnails
 - b. Pterygium
 - c. Onychophagy
 - d. Onychorrhexis
5. Nerves and blood vessels are found in the nail
 - a. bed.
 - b. wall.
 - c. plate.
 - d. grooves.
6. An antiseptic is used in manicuring to
 - a. bleach the nails.
 - b. treat minor cuts.
 - c. smooth corrugated nails.
 - d. give the nails a high sheen.
7. After each use, manicuring implements should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. cleansed and disinfected.
 - d. placed in dry storage.
8. For which one of the following are oil manicures recommended?
 - a. Leuconychia
 - b. Split nails
 - c. Brittle nails
 - d. Prevention of infection
9. What is the actively growing part of the nail?
 - a. Lunula
 - b. Matrix
 - c. Mantle
 - d. Free edge
10. What should be applied to a split in the nail before wrapping it?
 - a. Top coat
 - b. Base coat
 - c. Adhesive glue
 - d. Nail hardener

National Nail Technician Written Examination

The National Nail Technician examination is the national licensure examination for Nail Technology, which is developed and administered by the National-Interstate Council of State Boards of Nail Technician (NIC). The time allowed for this examination is 90 minutes.

Answer Key

1. a 4. a 7. c 10. c

2. d 5. a 8. c

3. d 6. b 9. b

Nail Technology (Manicuring) References

Milady's Standard Nail Technology 6th Edition, 2011

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamental, Nails 2007

Pivot Point International, Inc.
Evanston, IL 60201
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www.pivot-point.com

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities

NIC, Inc., August 2007
www.nictesting.org

Optional References

Milady's Standard Textbook of Nail Technician, 2008

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www.pivot-point.com

NIC Health and Safety Standards

NIC, Inc., October 2002
www.nictesting.org

National Nail Technician Written Examination

Cleaning & Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities.

The recommended cleaning and disinfecting standard for all circulating and non circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client's feet, or other skin areas of the body to disinfectants should be avoided).

After each client or service:

1. Drain the tub.
2. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
3. Fill the tub with water.
 - a. Add appropriate disinfectant into the water according to the following:
 - i. At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, **EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.**
 - ii. **If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS** at minimum, an EPA registered disinfectant that is effective against HIV –1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions shall be used.
 - b. Allow the disinfectant to stand for non circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.
4. **At the end of the day remove all removable parts (filters, screens drains, jets, etc)** clean and disinfect the removable parts as follows:
 - a. Scrub with a brush and soap or detergent until free from debris.
 - b. Rinse.
 - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
 - d. Rinse.
 - e. Air dry.
5. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with an EPA registered disinfectant that is effective against HIV –1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions. Storage as in number 5 above.

Adopted August 2007

State Practical Examination Guidelines

The Delaware State Board of Cosmetology and Barbering requires you to be examined on the following services on the practical examination:

Core Domain Services

- Set Up and Client Protection
- Manicure
- Nail Tip
- Nail Wrap
- Sculptured Nail
- Polish

Mannequins

A mannequin hand is required for all services as well as the necessary clamp to properly secure the mannequin hand to a table during the examination. A suitable substitute for a commercial mannequin hand is a medical quality glove filled to its entirety with sand (or cornmeal) and sealed.

Aerosol Products

You are not permitted to use aerosol products at anytime during the examination.

Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

Practical Examination Supplies

Recommended General Supplies

ALL SUPPLIES MUST BE LABELED IN ENGLISH

- dry storage kit/container
- hand sanitizer
- mannequin hand(s) with artificial nails attached (trainer hands are NOT permitted)
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used
- disposal bag for waste materials
- cloth and paper towel(s)
- cotton
- first aid supplies (blood spill kit)
- tape

Basic Manicure Supplies

- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil

Nail Tip and Nail Wrap Supplies

- cuticle pusher
- nail tips and adhesive
- nail wrap material (non pre-cut fabric)
- filing and buffing implements
- scissors
- accelerator

Sculptured Nail Supplies

- cuticle pusher
- sculptured nail products (powder, primer, liquid). (The product must be in its original container with the manufacturer's label. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms

Polish Supplies

- polish remover
- base coat/top coat
- red polish

National Nail Technology Practical Examination

Important Instructions

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the basic manicure section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

Mannequin(s)

You are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

National Nail Technology Practical Examination

Set Up and Client Protection (10 minutes)

Verbal Instructions: *"You will now set up the general supplies that you will use throughout your examination." "You will also set up the manicure supplies." "You will be observed for client protection, safety and infection control procedures." "Upon completion of each section of this examination, please turn the hand toward the examiner to indicate that you are finished." "You will have 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining (1) "The instructions will be repeated." (2) "You may begin set up."*

Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

Manicure (20 minutes)

Verbal Instructions: *"You will now perform the manicure section of this examination." "You will be expected to follow all safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely
- Applies cuticle oil using infection control procedures

Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers
- Maintains continuous contact while massaging hand
- Cleanses massage product from each nail plate

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Nail Tip (20 minutes)

Verbal Instructions for Set Up: *"You have 2 minutes to remove the supplies from your kit for the nail tip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

Verbal Instructions:

"You will now perform the nail tip section of this examination."

"You will apply a nail tip to the ring finger." "You will be observed for client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

National Nail Technology Practical Examination

Nail Tip continued

Candidates will be evaluated on the following tasks:

Preparation

- Sets up nail tip supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Selects a nail tip that matches width of nail plate

Application of Nail Tip

- Applies nail dehydrator/cleanser to nail plate
- Attaches nail tip to nail plate with nail adhesive
- At least ½ of nail plate remains uncovered
- Trims nail tip safely

Demonstration of Filing\Blending

- Shapes free edge safely
- Tip is blended to nail plate safely

Final Appearance of Nail

- Cuticle and skin surrounding nail are free from nail adhesive
- Hyponychium is free from nail adhesive
- Finished nail is smooth and even

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Nail Wrap (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the nail wrap section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the nail wrap section of this examination." "You will apply a wrap to the middle finger." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining."**(1)** "The instructions will be repeated." **(2)** "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up nail wrap supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Applies nail dehydrator/cleanser to nail plate

Application of Nail Wrap Product

- Applies nail adhesive to nail plate
- Applies wrap material over nail plate
- Removes excess wrap material to fit nail plate safely
- Applies nail adhesive over nail wrap
- Applies wrap accelerator safely
- Applies second coat of nail adhesive
- Applies second coat of wrap accelerator safely

Demonstration of Filing

- Files nail wrap safely
- Buffs nail wrap safely

Final Appearance of Nail Wrap

- Nail plate is covered by wrap
- Cuticle and surrounding skin remains free of nail adhesive
- Finished nail wrap is smooth and even

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

National Nail Technology Practical Examination

Sculptured Nail (20 minutes)

NIC strongly recommends, due to the testing environment, that odorless sculptured nail product is used during the NIC practical examinations.

Verbal Instructions for Set Up:

"You have 2 minutes to set up the supplies for the sculptured nail section of this examination." Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the sculptured nail section of this examination, using an odorless product." "You will apply a sculptured nail to the index finger." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up sculptured nail supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

Demonstration of Filing

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

Final Appearance of Nail

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of sculptured nail product

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Polish (10 minutes)

Verbal Instructions for Set-Up:

"You have 2 minutes to remove the supplies from your kit for the polish section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set-up."

Verbal Instructions:

"You will now perform the polish section of this examination." "You will polish all 5 nails." "You will be observed for client protection, safety and infection control procedures." "You will have 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up polish supplies labeled in English

Application of Polish

- Applies base coat to cover nail plate
- Applies red polish to cover nail plate
- Applies top coat to cover nail plate

Final Appearance of Nails

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

National Nail Technology Practical Examination

Candidate Summary and Final Cleanup

Verbal Instructions:

"This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

Nail Technology (Manicuring) References

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Salon Fundamental, Nails 2007

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NIC Health and Safety Standards

NIC, Inc., October 2002
www.nictesting.org

National Nail Technology Practical Examination

NIC Health and Safety Standards Blood Spill Procedure

If a blood spill should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE

WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

Wet Disinfection Standard

1. All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
2. All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions.

Dry Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

Hand Washing

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

Nail Technology

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations. NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.

Adopted as amended October 2002

Frequently Asked Questions

General Questions

- 1. What is NIC?**
 - NIC is the abbreviation for the National Interstate Council of State Boards of Nail Technician, Inc. NIC is the founder of national testing for Nail Technician, and Nail Technician related fields.
- 2. Are the NIC examinations offered in other languages?**
 - All NIC practical examinations are administered in English. The NIC theory examination is administered in English only.
- 3. What if I do not know what a task means on the NIC practical examination?**
 - All questions and tasks are referenced to all textbooks listed in this Candidate Handbook. The information must be the same in all referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.
- 4. Will I be evaluated on technique?**
 - NIC examinations do not evaluate technique. The Candidate Handbook lists the tasks that are evaluated.
- 5. What if I have an emergency during the practical examination?**
 - You may ask to speak with the examination proctor if you are experiencing an emergency situation. Problems with the kit or supplies are not an emergency situation and you should do the best you can with what you have available.
- 6. What if I need to use the restroom during the practical examination?**
 - You may ask the examiner to be excused to use the restroom; you will be asked to sign out and back into the examination. The examinations will continue and they will not be permitted extra time.
- 7. What should I do if I cut myself during the examination?**
 - You are expected to follow the NIC Health and Safety Standards; failure to do so may result in your dismissal from the examination. Please refer to the page in this handbook that outlines the NIC Health and Safety Standards procedures.
- 8. What if I forgot to pack something that I need for the practical examination?**
 - In the event that you forget an item or implement or something breaks, you should do the best you can do with what you have available. You should continue as you are able and perform as many tasks as you are able.
- 9. Do kits need to have a cover and does it have to be kept closed during the examination?**
 - Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.

Frequently Asked Questions

Specific Nail Tech Practical Questions

1. **Is the Nail Technology practical examination performed on a mannequin hand?**

- The Nail Technology examinations are performed on a mannequin hand. Prior to reporting to the examination, candidates must apply a set of nails to the mannequin's hand. The artificial nails must cover the entire nail bed of each finger. You must provide the necessary clamp required to secure a mannequin hand to the table during the examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination.

2. **How do I know if I have a trainer hand (mannequin hand with digital fingers)?**

- Mannequin hands with movable joints (digital fingers) are considered trainer hands and are **NOT** permitted. Please see illustration below:



3. **What can I use if I can't find a mannequin hand?**

- You can use a surgical glove filled with corn meal.

4. **Do I need a wet sanitizer for the practical examination?**

- Wet sanitizers are not necessary because candidates cannot perform proper wet disinfection at their stations as they do not have access to hot running water.

5. **How do I hold the "skin" away from the sides of the nail while filing on a mannequin?**

- You should demonstrate positioning their fingers at the sides of the nail while filing. You should not hold the finger on the top or at the knuckle as this does not protect the "skin" at the sides of the nail.

6. **What is the proper way to file the nails safely?**

- The nail file must move from outside edge to center, you should not file back and forth or cut into the corners of the nail.

7. **Do I need to use a finger bowl to soak the mannequin's fingers?**

- You must soak the mannequin's fingers, but do not have to use a finger bowl. The fingers are very stiff and will be easier to soak in a regular bowl or container.

8. **How do I hold the cuticle pusher to avoid damaging the nail plate?**

- You need to hold the cuticle pusher with a little elevation when pushing the cuticle to avoid damaging the nail plate.

Frequently Asked Questions

9. **How do I determine the proper size nail tip to apply?**
 - The nail tip selected must match the width of the nail. If it is too wide you may file it to size. The nail tip cannot cover more than ½ of the nail plate. Less than ½ of the nail plate is fine.

10. **Am I required to cut the nail wrap? Can I file off excess wrap from the tip of the nail?**
 - You must demonstrate cutting and trimming the wrap during the examination. You cannot file off excess wrap as it breaks the weave of the fabric.

11. **Am I required to use an “odorless” sculptured nail product?**
 - You must use an odorless or low odor sculptured nail product. The product must be in the original container and it must be labeled “odorless or low odor” in English. Candidates will be instructed to open their liquid to verify that the product is “odorless or low odor”. If it is not, you will be instructed to tape the bottle shut and will not be permitted to use it. Candidates will be told to do the best they can with what they have available.

12. **Is it all right if the primer gets on the skin?**
 - The primer should only be applied to the nail plate and not on the skin.

13. **How is the nail form applied?**
 - The nail form must fit snug under the nail without any gaps.

14. **Does NIC specify how long the sculptured nail must be when completed?**
 - You must extend the free edge to be longer than the nail that is attached.

15. **Is it all right to file on top of the sculptured nail product?**
 - You must file the sculptured nail product on the top of the nail and then buff the product.

16. **Does the sculptured nail product have to be applied using a particular method?**
 - You may apply product as they were taught. NIC does not evaluate technique and they do not specify one ball, two ball, etc.

17. **What will the examiners look for in the finished sculptured nail?**
 - The finished nail must taper to a thin edge. The curve of the nail needs to be balanced and not flat.

18. **Do I need to recap the sculptured nail powder and liquid?**
 - You must recap the powder and the liquid when they are not in use. The nail filings will contaminate the products.

19. **Can I use one bottle for the base coat and topcoat?**
 - The base coat and topcoat can be the same product but it must be labeled base/top coat.

Frequently Asked Questions

20. **Does the examiner evaluate the polish application and the number of coats applied?**

- You must cover the entire nail plate with polish. Polish on the skin must be cleaned off. The number of coats applied is not evaluated.

21. **When will the examiner check the finished nail?**

- The examiner will check the finished nail when you have turned the hand toward the examiner to indicate that they are finished.

22. **Do I need to recap all bottles and jars during the examination?**

- You must keep all bottles and jars capped when not in use. The glue must be recapped when not in use.